



Forest Practices Administrative Assistant
Southeast Region
Recruitment # 2006-01-4267

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification:

Administrative Assistant 2

Type of Position:

This is permanent position. This position is represented by the WPEA. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.

Monthly Salary Range:

\$2252 – \$2844

Benefits Package:

Health and dental insurance, retirement pension, vacation, sick leave and holidays

Posting Date:

January 5, 2007

Closing Date:

January 12, 2007

Location:

Ellensburg, WA

POSITION PROFILE

This position performs administrative support duties for the forest practice and fire programs under the direction of the Forest Practice Coordinator. Responsibilities include: processing forest practice applications within mandated timelines, explaining complex rules to the general public, tribal representatives, other agencies, local government entities, members of the forest industry, and non-industrial forest landowners. This position manages other functions of the region's Forest Practice Support unit such as processing water type modification forms, reviewing alternate plans, assisting foresters with enforcement issues, and tracking SEPA documents and deadlines.

REQUIRED POSITION QUALIFICATIONS

This position requires the incumbent to have the following in order to perform the essential functions described above:

- Clerical office experience performing complex duties which include the use of computers, spreadsheets and databases
- The ability to interpret and explain complex rules to the general public, subordinates, tribes, and other agencies;
- Proven ability in using Microsoft Word and Excel computer applications
- Ability to manage multiple deadlines and prioritize in order to meet mandated timeframes associated with the processing of Forest Practice Applications;
- Ability to read and interpret legal descriptions and maps, such as topography, water type, aerial photos, and quad maps;
- Excellent written and oral communication skills.

This level of knowledge and skill is **typically** achieved after:

- One year of experience performing regulatory rule interpretation and processing of application materials using state rules and agency policies and procedures.
- One year of office experience involving customer service.
- One year of supervisory experience with responsibility for assigning work to other staff, coaching staff and evaluating the work products of staff.

DESIRED POSITION QUALIFICATIONS

- One year experience working in a Forest Practice environment;
- Knowledge of the State Environmental Policy Act as it relates to Forest Practices.
- Working Knowledge of Forest Practice Rules, agency policies and procedures pertaining to Forest Practices

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Must possess a valid driver's license
- Must be at least 18 years of age at the time of hire.

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A completed application – www.dnr.wa.gov/jobs/stateapp.doc
- A photocopy of driver's license
- If a finalist, provide a 5 year driving abstract issued from the state in which you are currently licensed

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

Electronic method preferred	OR other method
Sally.bollinger@dnr.wa.gov	DNR 713 Bowers Road Ellensburg, WA 98926

NOTE: Please indicate **Forest Practices Administrative Assistant or recruitment # 2007-01-4267** in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Sally Bollinger at 509.925.0918 e-mail us at DNRrecruiting@wadnr.gov

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